

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
REGULAR WORK SESSION  
WEDNESDAY, SEPTEMBER 3, 2014  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Yeargin called the meeting to order at 5:57p.m.

**1.1.2 Roll Call**

Present: Mayor Eugene Grant (Absent), Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: LaTasha C. Gatling, City Administrator, Dashaun N. Lanham, City Clerk

**1.1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Higgs

**1.1.4. Approval of Agenda**

It was motioned by Councilmember Simms and seconded by Councilmember Raynor to approve with agenda with following amendments under New Business as 6.7. Letter from Seat Pleasant Civic Association, 6.8. City Hall Office Space. The motion carried.

**2. PRESENTATIONS:**

**2.1. None**

**3. LEGISLATION**

**3.1. Resolution R-15-04 Approval of Support of Enterprise Zone Application.** Resolution R-15-04 was introduced and read by the City Council on Wednesday, September 3, 2014. It was motioned by Councilmember Higgs and seconded by Councilmember Porter to approve Resolution R-15-04. The motion carried and was unanimously approved.

**3.2. Ordinance O-15-02 Amendment if Chapter 116 Parks.** Ordinance O-15-02 was introduced by the City Council on Wednesday, September 3, 2014. The first reading was conducted. The City Council requested an amendment to the rules.

#### **4. REPORTS:**

##### **4.1. Mayor's Report**

- Mayor Grant was absent from the meeting on Wednesday, September 3, 2014.

##### **4.2. City Administrator Report:**

- Ms. Gatling stated that during the staff meeting on yesterday the Police Department had a concern with regards to conduct of the public meeting.
- Ms. Gatling read Chapter 26 Section 4 and Section 5 regarding the conduct of the meeting.
- The City Council stated they will have the agenda Chapter 26-5 regarding the Sergeant of Arms.
- Lt. Ivey stated that they can provide the disruptive person with a citation that will be \$200 fine and/or 60 days in prison. If the person refuses to sign the citation, they can issue a warrant for their arrest.
- It was requested by Councilwoman Stephenson and Councilmember Raynor to have the police officers to attend all council meetings.
- The City Council did not approve the request, but requested for the officer on duty to patrol during the meetings and for the City Administrator to notify them of any potential concerns in the meeting and the meeting schedule.
- The Police Modular building has been installed and they will be here tomorrow to install the topping on the roof and make interior repairs.
- We are now awaiting on the permit for 5825 MLK, Jr. Hwy, as we have all the letters from the utilities companies.

##### **4.3. Council Committee Report**

- The City Council did not have any Committee reports for the month of August, as they were on recess.

#### **5. UNFINISHED BUSINESS**

##### **5.1. Organizational/Strategic Plan Meeting Update**

- Council President Yeargin read the memorandum regarding the Organizational/Strategic Plan meeting.
- The City Council agreed to cancel the upcoming meeting for Thursday, September 18, 2014.
- The City Council agreed to have the meeting the on Friday, October 24, 2014.
- The City Council will provide the City Clerk with a list of topics to be discussed by Monday, September 8, 2014.
- The City Council will discuss the list of items in details at the Regular Work Session on Monday, October 6, 2014.

## **6. NEW BUSINESS:**

### **6.1. Nomination of Council President**

- Councilmember Higgs nominated Councilwoman Simms for Council President.
- Councilmember Raynor nominated Councilmember Higgs for Council President.
- Councilwoman Simms accepted the nomination and Councilmember Higgs declined the nomination.
- Council President Yeargin stated that the nomination was now closed for the Council President.

### **6.2. Budget and Promotional Activities**

- Ms. Gatling stated that the FY2014-2015 Budget did not have any funds for promotional activities.
- Ms. Gatling stated that she would like to have a pamphlet of the City, Welcome Packets, provide give away items for the MML booth and visitors to the City. The pamphlets and Welcome Packet will be done professionally by an outside vendor.
- Councilwoman Simms requested that all pamphlets and flyers have the Mayor and Council names on them.
- Ms. Gatling stated that some of the flyers may not have the space to include their names, but can include Mayor and City Council, as she is putting at least four events on one flyer to save on cost.
- It was motioned by Councilmember Raynor and seconded by Councilwoman Stephenson to approve \$15,000 for promotional activities from line item 4-5979 City Administrator Contingency. The motion carried and was unanimously approved.

### **6.3. Request for Additional Funding for the Police Modular Building**

- Ms. Gatling stated that the Police Modular was delivered, but they still have some items that need to be completed.
- Ms. Gatling stated that the approved site plan by the County required the bio swale, ADA compliant concrete walkway, retaining wall and handicap parking spaces. The site needs outdoor lighting, security cameras, iron style fence with guardian access gates, plants and shrubbery.
- It was motioned by Councilmember Higgs and seconded by Councilmember Kennedy to approve \$300,000 for the Police Modular Building from the Speed Camera funds. The motion carried and was unanimously approved.

### **6.4. Compensation Study**

- Ms. Gatling stated that the Mr. Jones, previous City Administrator had submitted to the Council in 2012 a request for a compensation study and the City Attorney had inquired if the City was in compliance with the Personnel Manual on the compensation scale.
- Ms. Gatling stated the PayChex Human Resources personnel had assisted her with compiling the numbers for the compensation study.
- Ms. Gatling explained the compensation scale and that the employee may not be entitled to a merit increase. The scale will require the employee to be productive.
- Councilwoman Simms stated that the scale is different than the Government scale, which allows steps 1-3 on a yearly basis, but before you can go to the next step you will need to wait two years.
- Ms. Gatling stated that if the Council approves a 1% COLA the employee will only be entitled to that for that year, if they do not get a merit increase.
- Councilmember Raynor stated the government scale is accordance to the way the Councilwoman Simms explained it. However, he wanted to know if the employees did not get the merit increase will they be entitled to the COLA.
- Ms. Gatling stated that she wanted the City Council to review the proposed scale and let her know if they have any additional recommendations or changes.

### **6.5. USB Card for City Council**

- Councilwoman Stephenson stated that she was not aware of the number of USB cards that the City had until today, when she received the memorandum.

- Councilwoman Stephenson wanted to know if the cards had been turned in because of the request.
- Ms. Lanham stated that two of the cards were turned in due to one of the employees retiring and the other employee resigning. The City Administrator turned hers in because she was not using it. Ms. Lanham card stays in her office until she travels. However, Mayor Grant turned his card in today because he said it was not working properly.
- Councilwoman Stephenson stated that she wanted to know if the Council would like to use the cards that are not being used.
- The City Council stated that they could use the cards if they are not being used.
- Ms. Gatling stated that the cards can be signed out on as needed basis.

#### **6.6. Bates Refuse Contract Renewal**

- Ms. Gatling stated that the current contract with Bates expired in May.
- Ms. Gatling stated the proposed contract shows an increase in the rate, as they will be providing 90 gallon trash can and a 65 gallon recycle bin for each home.
- Ms. Gatling stated that the contract states that they will reduced the bill based on number of vacant homes.
- Ms. Gatling stated that there's a pending bill to reduce the number of days refuse is collected to one day per week.
- Councilwoman Simms stated that the this will need to be advertised as an RFP due to the amount.
- The City Council agreed to have the RFP for the Refuse collection.

#### **6.7. Letter from Seat Pleasant Civic Association**

- Councilmember Raynor stated that he feels that the Council should respond to the letter from the Seat Pleasant Civic Association.
- The City Council agreed the letter should be forwarded to the City Attorney for review and to draft a response.
- Councilmember Porter stated that he would like for the Council to review the letter before it is submitted to the Civic Association.

#### **6.8. City Hall Office Space**

- Councilwoman Stephenson stated that she would like to know the plans for the vacant office in City Hall.




- The City Council stated that they will allow Ms. Gatling to make a decision regarding the office space in City Hall.

## **7 ANNOUNCEMENTS**

- 7.1. Seat Pleasant FREE Document Shred Day, Saturday, September 6, 2014, Seat Pleasant City Hall, from 10:00a.m.-2:00p.m.**
- 7.2. Public Session, Monday, September 8, 2014, Seat Pleasant City Hall-Council Chambers, at 7:00p.m.**
- 7.3. Seat Pleasant Volunteer Fire Department Annual Crab Feast, Saturday, September 13, 2014 from 2:00p.m.-7:00p.m.**
- 7.4. Seat Pleasant Community Market, Saturday, September 20, 2014, Goodwin Park from 11:00a.m.-4:00p.m.**
- 7.5. Regular Work Session, Monday, October 6, 2014, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 7.6. Seat Pleasant Fall Fitness and Fun Festival, Saturday, October 11, 2014, Goodwin Park, from 1:00p.m.-5:00p.m.**
- 7.7. Public Session, Monday, October 13, 2014, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**

**ADJOURN**-The meeting adjourned at 8:56p.m.

Submitted by,

  
Dashaun N. Lanham  
City Clerk